MasterType's *Filer* for Commodore 64 and Atari Computers

Required Equipment

You will need the following equipment to run *Filer:*

1. A Commodore 64 or an Atari 800, 800XL, or 1200XL computer.
2. One disk drive.
3. A monochrome or color monitor or a black-and-white or color television set with an RF modulator.
4. A printer (optional but recommended).

Your package contains two flippy disks in addition to the large manual and this machine-specific guide. One disk contains the Program, with the Commodore version on one side and the Atari version on the flip side. The other disk, called the Data disk, contains sample files. Again, the Commodore version is on one side and the Atari version is on the other side. Be sure when you are loading the program (see later) that the side containing your version of it is facing up.

Copying Your Data Disk

Before you begin to use *Filer,* you should make a working copy of your *Filer* Data disk. (The Program disk is not copyable.)

To copy the *Commodore* version of the Data disk, follow these steps:

1. Turn on your computer and disk drive. Place a blank disk in the drive. Type

   OPEN 15,8,15,"NEW0:NAME,01"

   and press RETURN. "NAME" may be any name of up to sixteen characters that you wish to give to the disk. "01" may be any two-digit number.
2. The red light on the drive will turn on and the disk will spin. When the red light goes off, remove the disk. The disk is now formatted and ready to have information recorded on it. Place the *Filer* Program disk into the drive and type

   LOAD "BACKUP",8

   and press RETURN. The disk backup program will load. When the red light goes off again, type

   RUN

3. The following message will appear:

   PLACE SOURCE DISK IN DRIVE, PRESS RETURN

   The "source disk" is the disk that you wish to copy. In this case, it is the *Filer* Data disk. Insert this disk into the drive and press RETURN. After a while, you will see the following message:

   PLACE NEW DISK IN DRIVE, PRESS RETURN

   The "new disk" is the disk that you wish to copy to. This is the fresh disk that you have just formatted. Remove the first disk and place the new disk in the drive. Press RETURN. You will need to switch between the two disks six more times.

To copy the *Atari* Data disk:

1. Boot up your Atari DOS (disk operating system) disk (DOS II). You should see the program's main menu.
2. Put a blank disk in the disk drive. Format it using the formatting option (I) on the menu.
3. Now choose the DUPLICATE DISK option from your Atari DOS disk. (On DOS II, this is option J.) Your "source disk" is the original Data disk, your "destination disk" is the blank disk you will copy to.

When you are asked to name the source and destination disk drive numbers, type in 1,1 if you are using a one-drive system and 1,2 if you are using two drives.

When you have finished copying your Commodore or Atari Data disk, put the original away in a safe place and use it only as a master from which further copies can be made.

You can create room for all your own files by deleting all the sample files on copies of the Data disk. You can also start with a blank disk, but it must be properly formatted first. See above.

In addition to this, *Filer* must organize the Data disk after it has been formatted. This is a very simple process. The first time you use a newly formatted disk with *Filer,* the program will tell you:

THIS IS NOT A FILER DATA DISK!

and will prompt you:

USE IT FOR FILER?Y/N

If you type Y and press RETURN, *Filer* will auto-

matically organize the disk to be used from then on as a *Filer* Data disk. Be warned, however, that this process will erase any information that you have already stored on that disk. Also, to make it permanently a *Filer* Data disk, you must save some data (e.g., labels) on the disk.

COMMODORE OWNERS NOTE: Once a Commodore disk has been organized by *Filer,* you will not be able to read the disk directory in the normal Commodore fashion. This is because MasterType *Filer* data disks use a nonstandard directory. Of course, you can always see the data files by using the SELECT FILES option in *Filer.* ALSO NOTE: Your *Filer* files can be damaged if you attempt to save other types of Commodore files on this disk.

Loading the Program

To boot the *Commodore* Program disk:

1. Insert the *Filer* Program disk into your disk drive.
2. Turn on your computer and monitor.
3. Type

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LOAD "MF",8
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and press RETURN. The disk will whir and spin and the red light will go on. When it goes off, type

RUN

and press RETURN.

To boot the *Atari* program:

1. Put the disk in the drive.
2. Turn on the monitor or TV.
3. Turn on the disk drive. Wait until the "busy" light goes off.
4. Turn on the computer.

If you have an Atari XL machine, hold down the OPTION key as you turn on the computer.

For both the Commodore 64 and Atari computers, after *Filer* is loaded, the program will ask you to:

Place your Data disk in the drive
and press RETURN

Do this. When the Main Menu comes up (see manual), you are ready to use *Filer.*

The Keyboard

The Commodore: The following keys on the Commodore 64 are used to operate MasterType's *Filer*:

RETURN Enters information you have typed, such as a file or label name or a piece of data within an individual record. Also lets you select an option from a *Filer* menu or submenu after you have moved to it using the CRSR arrow keys (see below).

ESC This is the left arrow key, the key on the left side of the top row of the keyboard. It returns you to the Main Menu or shows you a submenu. It also lets you enter the "edit mode" for changing information already stored in the computer.

CRSR (Cursor) Arrow keys Let you move to the various options on the program's menus. You can move the cursor (highlighting) to the left or right, or up or down, depending on which CRSR arrow key you press. To move left or up, however, you must hold the SHIFT key down as you press the left or up cursor arrow key. The right and left arrow keys also let you select information to edit when you are in the edit mode.

INST/DEL key The DEL (Delete) key deletes existing characters to the left of the cursor. The INST (Insert) key (gotten by using SHIFT) allows you to insert spaces or text between existing characters.

The Atari: The following keys on the Atari are used to operate MasterType's *Filer*:

RETURN Enters information you have typed, such as a file or label name or a piece of data within an individual record. Also lets you select an option from a *Filer* menu after you have moved to it using the CTRL and arrow keys (see below).

ESC Returns you to the Main Menu or shows you a submenu. Also lets you enter the "edit mode" for changing information already stored in the computer.

DELETE BACK S(PACE) Allows you to delete existing characters to the left of the cursor. BACKSPACE erases a character at a time.

CLEAR (using SHIFT) Allows you to erase an entire line of data in one keystroke when you are in the edit mode (i.e., when you are typing a record or a label).

CTRL and Arrow keys The CTRL (Control) key acts like a SHIFT key in that it must be held down while pressing another key. In this case, the CTRL key is used with the left and right and up and down arrow keys on the right side of the keyboard for the purpose of moving among the various options on the program's Main Menu and submenus. NOTE: In MAKE OR EDIT LABELS, ADD RECORDS, and FIND OR EDIT RECORDS, the up arrow key scrolls downward.